

Blackcat Meowmeow

Marketing Officer / Education Counsellor

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PROFESSIONAL EXPERIENCE

Jan 2020 - Present

Marketing Coordinator/Education Counselor, ABCD Education Australia Sydney, NSW

- Conducting marketing plans and promotions
- Discussing and setting sales targets, as well as coordinating with external marketing staff
- Assisting students with their program selection, visa processing, accommodation placement, and other relevant issues.
- Evaluating sales targets and reporting them to supervisor
- Updating new promotions and prices, and other general duties

Jan - Dec 2019

Data Entry Operator, EFGH Pty Ltd., Enfield NSW

- Conducted classifications reports about the number and types of vehicles
- Formulated templates for staff in excel format
- Ensured data entry assignments are finished in a timely manner

Aug 2018 - Jan 2019

Junior translator (Thai Speaking) IJKL Pty Ltd., Chatswood NSW

- Assisted supervisor with various translation tasks (Eng-Thai)
- Performed data entry in a timely manner

April 2015 - May 2018

Media Planner, Bangkok Thailand

- Account Management:
Accounts Managed: ZXC, VBN, BKL
Created strategic media plans
utilised media performance tracking tools, ensured flawless execution of client projects, presented media plan to clients.
- Financial Management; coordinated with Accounting Department
- Administration: Performed data entry tasks , conducted client's competitors' analyses, coordinated with international offices.

CAREER OBJECTIVE

To pursue a career that could provide me with the opportunities to utilise my skills and expertise in the area of marketing and sales in the Australian international education industry.

EDUCATION

2021 - 2022

Master of Professional Accounting,
ABC University, Sydney NSW Australia

2011 - 2014

Bachelor of Business Administration,
DEF University, Bangkok

SKILLS

- Communication: Excellent communication skills in both English and Thai
- Software & Programs : MS Office programs, Salesforce, SAP
- Customer service: Efficient and genuine in dealing with customers and maintaining a professional front.
- Management: Excellent project management skill, highly organised, flexible and detail-oriented with good problem-solving skills.
- Multitasking : Ability to prioritise and do multi-tasking and follow through in a fast-moving account environment

REFEREES

Available upon request